# English Composition I - ENC 1101- Online

Valencia College

 Spring 2025

Instructor: Dr. Janet Selitto

Department Phone: (407) 582-1616

E-Mail: jselitto@valenciacollege.edu

Online hours: M-R 8:30--12:30 PM,

 Online lecture: Zoom meeting (attendance is optional) Mondays 10AM

CREDIT HOURS: 3

**Teaching styles used**: Online written instruction, Canvas online, and video

REQUIRED TEXTBOOKS/ MATERIALS

a jump drive/flash drive is required to save all your work

*Open Educational Resource (OER) online on Canvas with additional readings provided*

[*https://online.valenciacollege.edu/courses/5295/modules/items/6789946*](https://online.valenciacollege.edu/courses/5295/modules/items/6789946%20)

*Lecture Notes posted on Canvas*

\*A College Level Dictionary or Thesaurus (optional)

DISCLAIMER: **Everything in this document is subject to change** without notice; therefore, “class attendance” online is vital. One thing does not change:

**I DO NOT ACCEPT LATE LIT REVIEWS OR ROUGH DRAFTS OR DISCUSSION/GROUP RESPONSES**

CATALOGUE DESCRIPTION:

* Prerequisites: Score of 103 on writing component of PERT or equivalent score on other state-approved entry test or minimum
* Grade of C in [ENC 0027](http://catalog.valenciacollege.edu/search/?P=ENC%200027) or minimum grade of C in ENC 0025C or [EAP 1640C](http://catalog.valenciacollege.edu/search/?P=EAP%201640C), and a score of 106 on reading component of PERT or equivalent score on other state-approved entry test or minimum
* Grade of C in REA 0017C or [EAP 1620C](http://catalog.valenciacollege.edu/search/?P=EAP%201620C).
* Development of essay form, including documented essay;
* instruction and practice in expository writing will be addressed
* Emphasis on clarity of central and support ideas, adequate development, logical organization, coherence, appropriate citing of primary and/or secondary sources, and grammatical and mechanical accuracy.
* This is a Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. In accordance with the Gordon Rule, students must have written multiple paragraph college-level essays and earned a grade of "C" or better as a final grade.
* Always be prepared to contribute/participate online discussions and be open-minded to other’s ideas.

### **Course Learning Outcomes**

At the conclusion of this course:

* Students will demonstrate competence in written Standard English usage, punctuation, sentence structure, paraphrasing, and other fundamentals of writing.
* Students will develop effective essays determined by purpose and audience.
* Students will recognize, incorporate, and combine patterns of expository/rhetorical modes.
* Students will learn to construct rough drafts, craft effective, clear, concise prose and revise and edit their writing with the goal of creating effective sentences, paragraphs and essays.
* Students will think critically and communicate clearly in their writing and in course assignments.
* Students will use original thinking in course assignments.

## MEASURABLE COURSE OBJECTIVES:

Upon successful completion of this course, students will be able to:

* Demonstrate competence in written Standard English usage, punctuation, sentence structure, paragraphing, and other fundamentals of writing.
* Develop effective essays determined by purpose and audience.
* Recognize, incorporate, and combine patterns of exposition / rhetorical modes.
* Demonstrate awareness of writing as a dynamic process in rough drafts, substantive revisions, proofreading, and editing.
* Use critical thinking in course assignments.
* Use original thinking in course assignments.
* Employ field and library research in the creation of at least one

 essay, document using parenthetical citations according to MLA / format.

* Employ the use of computers for word - processing and

researching sources for one essay.

**Accommodations**

*A student who has a learning and/ or physical need that will require special accommodations must inform the instructor with the appropriate documentation from* **Valencia College***’s Disabled Student Services by the end of the first week of the term.*

### Valencia College Plagiarism and Academic Integrity Statement:

**Plagiarism:**

It is presumed that all work that is turned in will be original. Any assignment that is plagiarized will be graded zero, and/or fail the class and/or be subject to administrative consequences that can result in expulsion from the school. The degree of penalty will be determined on an individual basis by the instructor. Please see student handbook

**A Note on AI:**Any work written, developed, created, or inspired by artificial intelligence (AI) is considered plagiarism and will not be tolerated. While the ever-changing (and exciting!) new developments with AI will find their place in our workforces and personal lives, in the realm of education and learning, this kind of technology does not belong. This is because the use of AI and Chat GPT robs us all of the opportunity to learn from our experiences and from each other, to play with our creative freedoms, to problem-solve, and to contribute our ideas in authentic ways. In a nutshell, college is a place for learning, and this class is specifically a space for learning how to improve our writing. AI simply cannot do that learning for us.

## VC Class Policies: Refer to your student handbook.

 **Valencia's Core Competencies**: Valencia faculty has defined four interrelation competencies: *Think, Communicate, Value,* and *Act* are Valencia's core competencies. See pages 13-14 in the catalog for a more complete reference. (*Think, Value, Communicate, Act*) that prepare students to succeed in the world community. These competencies are outlined in the college catalog. In this course, through recorded conference lecture and discussion, group work, and other learning activities, students will further their mastery of those core competencies. Additional information is available in the college catalog.

**Effective Essay:** Evidence of College Level Academic Skills Proficiency (CLASP) is a graduation requirement. To the extent possible, you will be encouraged to develop reading skills, essay skills, and English language skills as part of your work in this course. Additional information is available in the current Valencia College Catalog.

**Academic Dishonesty**: All forms of academic dishonesty are prohibited at Valencia.

Academic dishonesty includes, but is not limited to

* plagiarism,
* cheating,
* furnishing false information,
* forgery,
* alteration or misuse of documents,
* misconduct during a testing situation,
* and misuse of identification with intent to defraud or deceive.

 Sanctions available to the professor if a violation occurs are described in the Valencia Student Handbook or online at http://valencia.cc.fl.us/policies/PDF 110-16.pdf.

**College Withdrawal Procedure**: The College has initiated withdrawal procedures and

time lines in response to legislation/rules adopted by the state legislature and State Board of Community Colleges. The deadline for withdrawal from this course is in the current catalog, and is also available online [at Valencia College Atlas website](http://valenciacc.edu). After that date, if a student withdraws or is withdrawn from the course, the student will be assigned either a "WP" (withdrawn passing) or a "WF" (withdrawn failing). If you have not logged in to the course at least twice a week throughout the course and completed all the assignments, you are strongly advised to withdraw as I will not withdraw you. If you choose not to withdraw yourself, I will post an F for your final grade.

**Precautionary Information:** *A student may enroll in a college credit course only twice at normal rates. If a student must enroll in a college credit class for a third time, he or she will be charged the full cost of instruction at out-of-state rates. All appeals must be initiated through the Office of Enrollment Services.*

**Recorded lectures**: I will be recording lessons for Writing Arguments

so that you will have directions in highlighting the lecture notes for the three unit exams and the activities that go with each chapter. You will have a chance to comment on the recording with questions or just comment on anything that was not clear or that you found helpful. These recorded conferences will also cover instructions in the core assignments you are expected to write and post.

## CORE ASSIGNMENTS:

 (Students must pass **each** core assignment-final draft with the equivalent of C or better)

* 1. An expository essay (the memoir)
	2. A practice documented essay

3**. Argumentative essay: A sources paper, a rough draft, and final draft for the research project.**

A library research project on a subject assigned by the instructor (minimum of pages) that demonstrates

* Researching,
* Note taking
* Producing a works - cited page (5 entries minimum)
* Drafting
* Documenting research using MLA style (APA optional)
* Formatting using MLA style
* Editing and proofreading

## If a student does NOT submit a Core (sources paper, rough draft, or final draft for the research project or a memoir) the student will receive and automatic F for the course.

##  COURSE GRADE:

To pass this course all assignments must be completed with a C or better. Your grade will be based on completed assignments, writing competency and participation.

A=89.5-100 B=79.5-89 C=69.5-79 D=69.5-60 anything below 60 is failing

**PLEASE NOTE THAT ALL ESSAYS WHETHER HANDWRITTEN OR COMPUTER-GENREATED ARE TO BE DOUBLE SPACED.**

**ASSIGNMENTS**: **I do NOT accept any late rough drafts, and lit reviews.**

**Graded work such as quizzes and final core drafts must be completed within a week of the deadline to earn a passing grade.** All writing assignments must clearly express the student's individual ideas and be supported adequately by specific details and examples. Students are encouraged to be creative and original but at the same time maintain academic formality. All essays and research papers must utilize the MLA cited, essay format. To pass this course each student will plan, pre-write, draft, and revise form essays of approximately a minimum of 5 well-developed paragraphs following the format to be written in different rhetorical patterns studied in this course, on topics selected by the students.

#  Course Expectations to Pass:

* **All final drafts of** coreessays must be turned in and receive a grade of C or higher to pass the course.
* Write an MLA formatted documented research paper of approximately 6 pages (5 FULL pages of text and page six as the Works Cited) and receive a grade of C or better.
* Do all assigned work on Canvas and receive a 70 or better for your portfolio grade.
* Pass the final exam with a 70 or better.

Core 1: an analysis of sources (which I provide) with parenthetically

cited quotes that provide support for your statements and ending

 with a Works Cited page.

Core 2: an MLA formatted documented argument 5-7 page paper

Core 3: a memoir (minimum of 3 full pages of text)

**\*\*No WIKIPEDIA, NO CQ RESEARCHER, and NO YAHOO, and no .com.** You are required to use books, journals, magazines, and the school’s and public library databases. Your citations should note the college or public library database if you use it. You may use one .gov, or one YouTube site as applicable**.**

Participate in online-class discussions, peer reviews.

Write a 1 1/2 – 2 page literature review for **every assigned reading**.

Any student who fails to turn in all **final** drafts of all core writing assignments will fail the course.

**Make -Up Policy**: All exams, quizzes, and final core drafts can be made up within one week of missing that test/ quiz or paper. Students are responsible for asking the instructor for a make-up quiz or test, or allowed to post a FINAL draft of a CORE paper. If you do not turn in a FINAL draft of a CORE paper within one week, I will post an F for your final grade as ALL core final drafts are to be submitted and graded. If you turn in a final draft later than the due date, I will dock you ten points for every day that it is late**. I do NOT give extra credit**.

All discussion questions or literature review assignments, rough drafts, outlines, and peer review that receive POINTS CANNOT be made up. If you are having an issue with posting your assignments to Canvas, send your assignment (one time) to me on Canvas messages but contact CT for help resolving your Canvas issues. **These points are part of your overall grade so be sure to complete these questions.** .

FORMAT FOR ALL COMPUTER - GENERATED ESSAYS

All essays must be three **full** pages in length and have page numbers in the top right corner beginning on the first page (**not to be confused with the research paper, which is to be a minimum of 5 pages in length NOT including the works cited page which will be page 6**).

LITERATURE REVIEW: The reading assignments for this course will cover observations of gender and race as well as religion, lottery, and human behavior. Several of the readings are written in sarcastic tone for fun. However, most of the readings are relatable in some way.

Instructions for a lit review and an example of a properly written lit review are posted on Canvas under modules and under files.

**Purpose**: Literature review assignments are designed to promote and develop reflection, self-discovery, practice non-threatening writing, connections between CLASPs and personal experience, and dialogue with self and others.

The header should be written in the format as seen below.

Student's Name

Dr. Selitto

ENC 1101 and section number

Date

Assignment (Literature review)

Author of the assigned reading

"Title of the Reading"

(placed in quotes because it’s a published work)

(Example: “Salvation”)

**SUMMARY**: Paper must be **one full-page (minimum) double - spaced**, using compound - complex sentence structure. The summary is nothing more than facts from the reading [**without saying “This story was about…].**

**Opinion/Experiencing/Vocabulary**

On the second page, students will write their opinion of the story, the topic, the interaction of the people involved, and share any experiences involving the topic. This is the Opinion/Experiencing section, and this is the only section in which an evaluation of the reading can be made and must have a minimum of 15 -17 lines whether single-spaced or double spaced, **to equal** a half page. If double spaced-then it will be a full page. The last section of the Lit Review is the vocabulary and definition section in which students will list any vocabulary terms they were not familiar with before reading the selection, and write the definitions. If the author gave definitions, but you were not familiar with the term before reading, then write the term and the author’s definitions. If there were no new terms, students must **write a complete sentence** stating that he or she was familiar with all the terms and definitions in the reading. The Lit Review is worth 5-10 points for each reading assignment.

FORMAT FOR ALL CORE PAPERS:

In the upper left hand corner of the first page include:

Your name

Dr. Selitto

ENC 1101 and section number

Date

Assignment (example: Core 1 Rough draft)

Essay Format: Three core papers for the course are to be computer-generated and have one formal outline, a rough draft, and a final draft for grade, for each core assignment, NO exceptions-- **ALL essays are to be double spaced** and a minimum of three pages (Core 1 and 3) and five FULL pages of text for an INDIVIDUAL final draft research paper. The outline and first draft are to be submitted to the CORRECT assignment tab on Canvas, with correct MLA/ formatted documentation. All drafts and outlines are due before the final draft is accepted. If a draft or an outline is not turned in when assigned, the student will receive a zero--NO EXCEPTIONS, NO EXCUSES!!!

ONLINE ATTENDANCE/WITHDRAWAL POLICIES:

Consistent attendance and turning in assignments on time is required to receive a passing grade in this class. You must log in for at least one hour twice a week. I will check the class usage each day I log in. If you have not logged in for over five days, you will be considered for withdrawal. After seven days, you will be withdrawn. If you log in but don’t submit work, you can be withdrawn for lack of work. At the end of the course if you have not withdrawn, you will be given an F for the course. You are responsible for all material covered or assigned in the modules and assignments tabs for the class.

Any adjustments to the assignments will be sent in an announcement. It is your responsibility to locate important notes, assignments and information. Final drafts must be submitted on or before the day they are due. Late final draft essays will lose one letter grade or 10 points per day they are late. No make-up work is accepted for class assignments such as lit reviews and group questions. October 27, 2023 is the last day to withdraw from the course with a "W.” It is the student’s responsibility to withdraw from the course before or on the withdrawal deadline. Do not just log into the class; you must communicate with the instructor, submit assignments and respond to your classmates, or simply go online to withdraw.

# EXPECTED STUDENT CONDUCT

Students are expected to adhere to the Valencia College Student Code of Conduct (Policy 6Hx28: 8-03) located in the Valencia College Catalog. Also, the Valencia Nursing Program defined a Code of Student Nursing Professional Conduct. See the Nursing Student Handbook situated in Canvas.

## Communication

Students are expected to communicate closely with the faculty. Student concerns and issues must be communicated first with the course faculty.

## Attendance

To comply with federal guidelines, attendance is mandatory during the first week of class. To certify that a student is actively attending an online course or mixed-mode course that does not meet face-to-face within the no-show period, Faculty are required to document attendance by requiring students to participate in an assigned "academically-related activity" during the no-show period. If you do not submit the assigned activity or activities by the published deadline, you will be subject to withdrawal from the course as a "no-show."

Students are expected to attend all classes and clinical in this course and will be documented. Attendance is required with the first class meeting. If the student does not attend the first class meeting, the student may be withdrawn from the class as a "no-show." If the student is withdrawn as a "no-show," the student will be financially responsible for the class, and a final grade of "W" (Withdrawal No-Show) will appear on the transcript for the course and subject to losing financial aid.

 More than two classroom absences will be considered excessive and may jeopardize success in this course. Excessive absences may result in being withdrawn from the course. The professor can withdraw a student from a course for excessive absences without student permission or prior notification of excessive absences.

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with Dr. Selitto as soon as possible to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with Dr. Selitto as soon as possible to create a plan for the best course of action.

## Recording and Media

Photography, audio and video recording of lectures or presentations are subject to approval by the faculty. Posting of faculty photos, audio, and video recording to any social media, i.e., Facebook, YouTube, Twitter, is not permitted.

 Office for Students with Disabilities (OSD)

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor before the exam. Please refer to the Student Nursing Handbook regarding Students Requiring Additional time/Distraction Free Environments.

Visit the Office for Students with Disabilities services information page online.

  [https://valenciacollege.edu/students/office-for-students-with-disabilities/Links to an external site.](https://valenciacollege.edu/students/office-for-students-with-disabilities/)

## Financial Aid Services

All admitted students are assigned an Atlas account accessible at atlas.valenciacollege.edu. Access to your confidential status of financial assistance can be obtained from your Valencia Atlas account. Log in to

Atlas using your PIN. Click on the Student Tab, then click on Financial Aid found under STUDENT RESOURCES, then click on My Financial Aid. Information about Valencia's financial aid programs, as well as copies of all required forms, can be found on this website. Use the navigation bar on the left side of this page.You may also access Financial Aid advising in person and discuss individual circumstances through in-person confidential visits. Visit the Answer Center on your campus. The Answer Center is open Monday through Thursday from 8 AM until 6 PM and on Friday from 9 AM until 5 PM.

  <https://valenciacollege.edu/finaid/>

## Career Counseling

The Career Centers contribute to academic and career success by providing services and resources that allow students to explore career options, set career & personal goals, and develop employability skills. Visit the Career Counseling services information page online

       <https://valenciacollege.edu/students/advising-counseling/>

 Learning Support (tutoring, library, and tech support)

Distance Tutoring & Technology Support at Valencia: You can easily access Valencia's free distance tutoring and tech support from a computer, laptop, or mobile device.

Distance tutoring services are provided entirely online via Zoom. Through this service, you will receive real-time assistance via a Valencia tutor. Online tutoring is offered in mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing.

Online Learning Technology Support services are also available. Students can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint). Support is also provided for video editing (via iMovie and Movie Maker) and converting documents from a Mac to PC. Tech support is available live (on-demand) via Zoom, by appointment, or via email. Students are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the "Help" icon.

To get started using Distance Tutoring and Learning Technology Support services, please visit [www.valenciacollege.edu/tutoring](http://www.valenciacollege.edu/tutoring). Through this site, you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7. Hours of Operation: Monday-Friday: 8 AM – 10 PM, Saturday & Sunday: 9 AM – 7 PM

       [https://valenciacollege.edu/students/library/Links to an external site.](https://valenciacollege.edu/students/library/)

             [https://valenciacollege.edu/employees/office-of-information-technology/network-and-info-security-services/service-desk/Links to an external site.](https://valenciacollege.edu/employees/office-of-information-technology/network-and-info-security-services/service-desk/)

# BayCare Student Assistance Services

Valencia College has contracted with a private and confidential counseling service to provide short-term assistance to credit students who need to resolve problems that are affecting their college performance. Examples might include stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues.

Students who are experiencing any of these issues and who are enrolled in credit classes at Valencia should call the toll-free number 1-800-878-5470 to speak to a professional counselor. If needed, the counselor may refer the student to appropriate resources or to talk about face-to-face with a licensed counselor. For more information, call or visit a Counselor in the Advising Center on any campus.

BayCare services can also be reached through Video Relay Interpreters, Telecommunications Relay Service (TRS), at (800) 878-5470, or via email at BayCareSAP@baycare.org.

Visit the Advising & Counseling service information page online.

**Important Dates**:

Classes begin: January 6, 2025

**College closed**: January 20, February 7, March 17-23

Student Withdrawal Deadline: March 14

Faculty Final Day to post withdrawal: April 27

Final Exams: April 14-23

Term Ends: April 27

Grades due: April 28

Grades viewable in Atlas: April 29

Summer Break if not taking summer classes: April 27-August 18

Summer classes: May 5-July 28

**Valencia College** PHONE NUMBERS FOR EMERGENCY CONDITIONS:

Communication (English) Department: 407-582-1616

Wes Campus Library: 407-582-1536

Tech Support: 407-582-1488

To verify that the college is open and classes are being held please call:

(407) 582-2290, (407) 582-4722,

**Contents in this Syllabus are subject to change without notice**

# **Tentative Course Schedule**

Literature reviews, Discussion Questions, and quizzes will be assigned for all reading assignments. Class attendance and completion/responses of activities, forums, and discussion questions are required to receive credit for group activities. You must be IN class to participate in group work. All quizzes will be accessible online for the week of the reading assignment. **No late work** will be accepted (lit reviews, rough drafts or group questions)! For all **Essay assignments- my assignment is NOT your title—be CREATIVE.**

 (Dates at the end are the due dates)

Week one:

* Read the information about your instructor and watch her video
* Write your introduction of yourself answering the questions posed and read the questions carefully.
* Create and post an introductory video of yourself.

Week two:

* Watch the weekly instruction video before attempting the assignments.
* Introduction to the instructor and the course.
* Watch the weekly instruction video before attempting the assignments.
* Arguments Ch1, Read the article by Lame Deer write lit review, answer discussion questions, and take the quiz.

Week three:

* Watch the weekly instruction video before attempting the assignments.
* Arguments  Ch.2, Read the article by Hughes, write lit review, answer discussion questions, and take the quiz.

Week four:

* Watch the weekly instruction video before attempting the assignments.
* Arguments Ch 3., Read the article by Walker, write lit review, answer discussion questions, and take the quiz 023

Week five:

* Watch the weekly instruction video before attempting the assignments.
* Arguments Ch.4, Read the article by Edmunson, write lit review, answer discussion questions, and take the quiz.
* Begin thinking about a topic for your memoir.

Week six:

* Watch the weekly instruction video before attempting the assignments.
* Arguments Exam #1 Ch.1-4
* Submit final draft of memoir.
* Arguments Ch.5,

Week seven:

* Watch the weekly instruction video before attempting the assignments.
* Arguments Ch.6
* Read the article by MLK, Jr., write lit review, answer discussion questions, and take the quiz.
* Submit library paper and proposal form (provided for you) for research project.

Week eight:

* Watch the weekly instruction video before attempting the assignments.
* Arguments Ch.7
* Read the article by Carr, write lit review, answer discussion questions, and take the quiz.   3

Week nine:

* Watch the weekly instruction video before attempting the assignments
* Arguments Exam #2 Ch.5-7
* Read the article by Britt, write lit review, answer discussion questions, and take the quiz.
* Submit 3-page Sources paper with Parenthetical citations and a Works Cited papge for research

Week ten:

* Watch the weekly instruction video before attempting the assignments.
* Arguments Ch. 8
* Read the article by Brady, write lit review, answer discussion questions, and take the quiz.

Week eleven: Spring Break, no assignments.

Week twelve:

* Watch the weekly instruction video before attempting the assignments
* Arguments Ch.9
* Read the article by Richard, write lit review, answer discussion questions, and take the quiz.

Week thirteen:

* Watch the weekly instruction video before attempting the assignments.
* Arguments Ch10, Read the article by Lutz, write lit review, answer discussion questions, and take the quiz.
* Submit rough draft for the research paper.

Week fourteen:

* Watch the weekly instruction video before attempting the assignments.
* Arguments Ch11-12,
* Submit final draft for the research paper

Week fifteen:

* Study Writing Arguments lecture notes Ch 8-12

Week sixteen:

* Final Exams Argument Exam Ch 8-12